

Policies January 1998 to September 2022

➤ September 2022 no policies

June 2022 no policies

March 2022 no policies

January 2022 no policies

➤ September 2021 no policies

June 2021 no policies

March 2021 no policies

January 2021 no policies

➤ September 2020 no policies

June 2020 no policies

March 2020 no policies

January 2020 no policies

➤ September 2019

11. 3 Budget – Brooke Bovard

(Budget Referendum should include top of second page in the header).

Motion -Policies below are for information only. Policies adoptions is addressed at town meetings. Voice votes unanimous. **Motion Approved**

➤ June 2019 no policies

March 2019 no policies

January 2019 no policies

September 24, 2018 no policies

➤ June 25, 2018

6.0 Town Chair - Jeffrey Politis

New Temporary Policy for Q & A after reports.

Time spent on questions and answers at tonight's meeting will be limited to five minutes total after each committee's report. Members are allowed only one question each, but if time allows, a member may ask additional questions.

Motion Approved

➤ March 26, 2018

10.0 Advisory Committee Report – Danny Schweers

Policy – Absence of a Chairperson

Robert's Rules of Order, has found that those rules cover the absence of the chair. From what the Rules say, if the chair wants to speak to an issue, the chair can simply appoint chair pro tem to take their place temporarily. The chair would do the same if they had to leave the meeting early. If the chair is not there at the beginning of a meeting, then the secretary shall call the meeting to order, the first order of business being to elect chair pro tem who would then chair the rest of that meeting. The Rules also cover the election of a new chair should the old chair be unable or unwilling to continue their term of office.

January 2018 no policies

September 2017 no policies

➤ **Policy- Non-Discrimination (June 2017)**

6.0 Town Chair - Jeffrey Politis

1. In September, 2016, we presented and approved a **non-discrimination policy**. At that time, a request was made to include “sex” in that policy. The officers agree with that addition and the updated policy now reads:

The Village of Arden does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sex, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, residents, and visitors. The Village of Arden is an equal opportunity employer.

If there are no objections, then this will be the adopted Village non-discrimination policy.

(No objections)

➤ **Financial Policy – Official address for contracts and receipts (June 2017)**

8.0 Treasurer Report - David Michelson

The official address for receipt of all contracts, cash and checks will be the Village's office located in the Buzz Ware Village Center, 2119 The Highway, Arden DE 19810.

(No objections)

➤ **No policies (March 2017)**

- No policies (January 2017)
- September 2016
11.6 Community Planning -
Policy Establishing **Expenditures** from the Registration of **Vacant Dwellings**
Ordinance #15
Purpose
Motions/Resolutions Presented

This policy is designed to define both the purpose and process for use of funds collected from the *Annual Registration of Vacant Dwelling and Registration Fees Ordinance #15*. Use of this fund is restricted to the indented purpose of the Ordinance which is to protect the public health, safety and welfare of Arden and to encourage civic engagement throughout the Village.

Process

- All collected money from the Ordinance will be accounted for as a separate Village fund in perpetuity.
- Any resident of Arden can submit a project to spend this fund by presenting it before a Committee. If the Committee accepts the project it will send the project to Community Planning Committee for their review and incorporate it in their report at the next Town meeting.
- Community Planning Committee will review the project to ensure that it meets the purpose of the fund and if so present it to the Village Officers for final approval.
- The Village Officers will review the project and have the final approval for the expenditure of this fund.

Motion Passed Unanimously.

- Change in Law - State and Federal **Voting Eligibility** in Arden Elections
(September 26 2016)

3.1

In compliance with state and federal law, we have eliminated the 6-month waiting period for voter eligibility in Arden elections. The Registration Committee is revising all our voting instructions to reflect this change. If you live in the Village of Arden, if your Arden address is your permanent domicile, and you are 18 years of age or older, you are now eligible to vote in Arden elections.

- **Financial Policy – Procurement Goods and Services** by the Village of Arden (June 2016)
Treasurers Report

The Village of Arden follows the State of Delaware procurement policies as set forth in 29 Del. C. Chapter 69. The Chair of the Village may require more restrictive (lower dollar values) requirements for the need of bids to procure of goods and services, but may not use a less restrictive requirement.

All acquisitions of goods and services from a single supplier which is expected to exceed \$10,000 in a given fiscal year, requires informing the Village Chair and the Village Treasurer prior to initiation of any acquisition from the provider.

- Policy on **presentation of Motions at Town Assembly** (written and clarification of intent) (June 2016)

6.0 Communications Report

9. For the time being, as has been our custom, all motions must to be submitted in writing or be written down at the time the motion is being presented. At the time the motion is presented, we will confirm the written motion matches the motion maker's intent before a second is recognized and the motion read into the meeting.

- No policies March 2016
January 2016

- September 22, 2014 – COMMUNITY PLANNING COMMITTEE
Motion - Move that the Arden Town Assembly adopt the **Conflict-of-Interest Policy** prepared by Community Planning Committee.
Motion Approved.

- September 24, 2012 - CIVIC COMMITTEE POLICY (pg. 9)
Snow plow policy Reviewed and reaffirmed a long existing policy using three-inch fall as a cut off. It is discretionary meaning plow over 3" and under 3: try to make a good judgment call: Sand and Salt as necessary.

- **Change in Tree policy (June 27, 2011)**

Trustees Report (pg. 2)

If you want a tree removed that is 18" in diameter or under, you will not need the permission of the Trustees to do so. Also, just as a reminder, at a previous town meeting, we informed you that we will give you permission to cut down a tulip poplar of any size. These trees can reach 80-100 ft., are shallow rooted, and they do topple.

- **Village of Arden Financial Policies (June 28, 2010)**

9.0 Treasurer's Report (pg. 4)

The following financial policies have been agreed to by the current officers (Secretary,

Treasurer, Advisory Chair, and Village Chair). The date represents when the policy was first put into place. Policies are intended to provide guidelines for the operation of the Village. These policies may be modified at any point by the officers.

Policies for the Village of Arden (pg. 28)

Financial Policy - Use of Contingency Funds Policy (May 2010)

Contingency funds are specified as part of a budget referendum. The purpose of the contingency funds is to cover unplanned village or committee expenses. Expenditure of contingency funds requires the pre-approval of three officers and should only be utilized when other mechanisms to cover the costs has been unsuccessful.

Financial Policy - Expenditures of Greater than two-thousand dollars (April 2010)

All committee expenditures of \$2,000 or more require preauthorization of two officers of the Village prior to the commitment of Village funds. In case of an emergency – significant threat to persons or property – appropriate action should be taken as soon as possible with the committee informing at least one officer of the Village within 24 hours.

Financial Policy - Transferring of Funds between Budget Line-items (October 2009)

Funds may be shifted between budget items on the budget referendum by approval of the committee if all budget items are within the committee's responsibility or with the approval of the representative of all committees involved and a least one village officer. Transfer of funds is only allowed if the source account has sufficient funds available and that no standing vouchers are in place covering the funds.

Financial Policy – Authorizing Payment of Funds (March 2009)

The authorization of payment of funds by electronic funds transfer, or check or by any other means, requires the approval of two Village Officers. Officers are not allowed to authorize payments to them self.

Financial Policy – Obligations over \$10,000 (March 2007)

Obligations of Village funds of \$10,000 or greater, requires the signature of the Village Chair, or in the case the Chair is not available, the Secretary.

Financial Policy – Contracts or Agreements with Commitments of One Year or Longer (September 2004)

All contacts and all agreements with duration of one year or longer require the signature of the Chair and the Secretary. (Note – the Charter of the Village of Arden specifies the signature requirements for executing contracts).

➤ **Monetary Gifts (June 23, 2008)**

Ad Hoc Committee Report (pg. 9)

MOVED - The Village of Arden will adopt the Policy of the Village of Arden Regarding Monetary Gifts to the Village, as presented at this Meeting.

The Motion Approved.

**Policy of the Village of Arden
Regarding Monetary Gifts to the Village**

1.0 Purpose

The purpose of this policy is to define the procedures, responsibilities and controls to be applied to the acceptance, management and use of funds given or bequeathed to the village with or without terms attached that restrict or direct their use.

Minutes • Town Meeting • Village of Arden • June 23, 2008 | PAGE 9

Acceptance

2.1 If no restrictions are placed on the use of the funds the Chairman of the Town Assembly is authorized to receive the funds on behalf of the Village.

2.2 If the restrictions or directions for use of the funds are in line with the stated objectives of the Village and will not contravene the existing ordinances or policies of the Village, The Chairman of the Town Assembly is authorized to receive the funds on behalf of the Village. The Chairman, together with the Treasurer or Secretary of the Village is also authorized to make financial arrangements and sign documents related to accepting the funds.

2.3 If the restrictions or directions for use of the funds are not clearly in line with the stated objectives of the Village or might contravene the existing ordinances or policies of the Village, The Chair of the Advisory Committee will bring a motion to the next Assembly meeting proposing a plan whereby the Village could resolve the differences and receive the funds, or in case no such plan is feasible the Advisory Chair will bring a motion to decline the offered funds.

Definitions

3.1 Immediate Use Gift – The funds of an Immediate Use Gift will spent in their entirety as indicated in the Restriction Document.

3.2 Endowment Gifts – The Funds of an Endowment Gift will be invested in a way to provide a long-term annual return. Endowment Gifts must either be large enough to support investment costs and projects consistent with the Restriction Document or be joined with other existing Endowment Gifts that have a similar purpose. Endowment gifts may

have no restricted purpose other than for projects in benefit of the Village of Arden.

3.3 Proposals – A Proposal is a request for money from an Endowment Fund by a Committee of the Village of Arden.

Management of Funds

4.1 Immediate Use Gift – The Committee responsible for carrying out the project specified in the restriction document will carry out the wishes of the donor and draw upon the funds using normal procedures. The Committee will send appropriate documentation of completion of the project to the Project Administrator. Any funds that remain after completion of the specified project they will be transferred to the Unrestricted Endowment Fund.

4.2 Fiscal Management of Restricted Endowment Funds – If the funds are to be used to provide a long-term benefit to the Village with a continuing purpose, specified in the granting document, they will be managed
PAGE 10 | June 23, 2008 • Minutes • Town Meeting • Village of Arden
by the Village Treasurer, in consultation with the Project Administrator, who will insure that funds are available to carry out the intended purpose during the time specified (one year to perpetual). It is anticipated that the Treasurer may wish to involve an investment professional to aid in this function.

4.3 Unrestricted Endowment – Grants to the Village without restriction will be considered as an endowment to the Village and will be managed appropriately by the Treasurer. Projects for use of these funds will be managed in the same way as restricted long-term funds.

4.4 Investment Guidance – In managing the investment the Treasurer will use the investment guidance adopted separately by the Village.

4.5 Election of Project Administrator – The Project Administrator, elected bi-annually by the Town Assembly, will provide the format and receive proposals from Town Committees for projects consistent with the fund restrictions. The Administrator will chair an ex officio committee made up of the officers of the Village of Arden. This committee will evaluate the proposals and allocate funds for the year. The Administrator will provide a format for these proposals.

4.6 Determining the Availability of Long Term Funds – Each year in March the Treasurer and the Project Administrator will determine the amount of money that can be spent from the Fund while maintaining the desired lifetime of the fund.

4.7 Prospective Donors Coordinate with Village Officials - Donors are encouraged to coordinate their wishes with both the Project Administrator and the Committee that would have primary responsibility for

carrying out the terms of the Restriction Document before making final plans for a gift in order to avoid problems.

Use of Funds

5.1 Written Restrictions and Intention – Each donor should provide a written description of restrictions and intentions. The Project Administrator may add clarification to this description if needed to help Town Committees to submit appropriate projects. The restriction document can simply indicate that the fund should be added to the Unrestricted Endowment Fund.

5.2 Management of Projects – The Town Committee requesting the funds will be responsible for management of the project after funding is approved.

5.3 Project Completion – The responsible Town Committee will file a brief report to the Project Administrator who will maintain records of projects completed and report completion to the donor where appropriate. The Committee will also report on such projects in their quarterly report to the Town Meeting.

Minutes • Town Meeting • Village of Arden • June 23, 2008 | PAGE 11

Recognizing Receipt of Funds

6.1 Reporting Receipt of Funds - The Treasurer will report the receipt of new funds to the Town Meeting for entry in the official records of the Village.

6.2 Thank You Notes - An officer of the Town Meeting will write an official thank you from the Village suitable for use in the donor's tax records.

7. Responsible Person Not Available

7.1 Chair of the Town Meeting - In case the Town Meeting Chair is not available within a reasonable time frame to carry out the duties described in this Policy, the Treasurer may substitute for the Town Meeting Chair. When possible, the Treasurer should consult with the Chair before taking action.

7.2 Treasurer - In a similar situation the Project Administrator may substitute for the Treasurer with the same restrictions as in 7.1.

7.3 Project Administrator – In a similar situation the Advisory Chair may substitute for the Project Administrator with the same restrictions as in 7.1.

➤ **FOREST STEWARDSHIP POLICY** (March 24, 2008)

3.0 Forest Policy was printed in January 2008 Town minutes and not re read at March 24, 2008 Town Assembly:

Move the Town Assembly of Arden approves the Forest Stewardship Policy, as presented. **Amendment Moved**, the Section 11.A.2.c should be stricken from the

Policy.

Motion Approved as Amended.

March 24, 2008 - 3.0 FOREST STEWARDSHIP POLICY

Forest Policy was printed in January 2008 Town minutes and not re-read at March 24, 2008 Town Assembly:

Move the Town Assembly of Arden approves the Forest Stewardship Policy, as presented. Amendment Moved, the Section 11.A.2.c should be stricken from the Policy. Motion Approved as Amended.

➤ March 24, 2008 -5.1 ADVISORY REPORT

Policy of the Village of Arden Regarding **Monetary** Fits to the Village

1. Purpose

The purpose of this policy is to define the procedures, responsibilities and controls to be applied to the acceptance, management, and use of funds given or bequeathed to the Village with or without terms attached that restrict or direct their use.

2. Acceptance

2.1 If no restrictions are placed on the use of the funds, the Chairman of the Town Assembly is authorized to receive the funds on behalf of the Village.

2.2 If the restrictions or directions for use of the funds are in line with the stated objectives of the Village and will not contravene the existing Ordinances or policies of the Village, the Chairman of Town Assembly is authorized to receive the funds on behalf of the Village. The Chairman together with the Treasurer, or Secretary of the Village, is also authorized to make financial arrangements and sign documents related to accepting the funds.

2.3 If the restrictions or directions for use of the funds are not clearly in line with the stated objectives of the Village, or might contravene the existing Ordinances or policies of the Village, the Chair of the Advisory Committee will bring a Motion to the next Town Meeting proposing a plan whereby the Village could resolve the differences and receive the funds, or in case no such plan is feasible, the Advisory Chair will bring a Motion to decline the offered funds.

3. Definition

3.1 Immediate Use Gift – The funds of an Immediate Use Gift will spend their entirety as indicated in the Restriction Document.

3.2 Endowment Gifts – The Funds of an Endowment Gift will be invested in a way to provide a long-term annual return. Endowment Gifts must either be

- large enough to support investment costs and projects consistent with the Restriction Document or be joined with other existing Endowment Gifts that have a similar purpose. Endowments Gifts may have no restricted purpose other than for projects in benefit of the Village of Arden.
4. Management of Funds
 - 4.1 Immediate Use Gift – The Committee responsible for carrying out the project specified in the restriction document will carry out the wishes of the donor and draw upon the funds using normal procedures. The Committee will send appropriate documentation of completion of the project to the Project Administrator. Any funds that remain after completion of the specified project will be transferred to the Unrestricted Endowment Fund.
 - 4.2 Fiscal Management of restricted Endowment Funds – If the funds are to be used to provide a long-term benefit to the Village with a continuing purpose, specified in the granting document, they will be managed by the Village Treasurer, in consultation with the Project Administrator, who will insure that funds are available to carry out the intended purpose during the time specified (one year to perpetual). It is anticipated that the Treasurer may wish to involve an investment professional to aid in this function.
 - 4.3 Unrestricted Endowment – Grants to the Village of Arden without restriction will be considered as an endowment to the Village and will be managed appropriately by the Treasurer. Projects for use of these funds will be managed in the same way as restricted long-term funds.
 - 4.4 Investment Guidance – In managing the investment the Treasurer will use the investment guidance adopted separately by the Village.
 - 4.5 Election of Project Administrator – The Project Administrator, elected bi-annually by the Town Assembly, will provide the format and receive proposals from Town Committees for projects consistent with fund restrictions. The Administrator will chair an ex officio committee made up of the officers of the Village of Arden. This committee will evaluate the proposals and allocate the funds for the year. The Administrator will provide a format for these proposals.
 5. Use of Funds
 - 5.1 Written Restrictions and intention – Each donor should provide a written description of restrictions and intentions. The Project Administrator may add clarification to this description if needed to help Town Committees to submit appropriate projects. The restriction document can simply indicate that the fund should be added to the Unrestricted Endowment Fund.
 - 5.2 Management of Projects – The Town Committee requesting the funds will be responsible for management of the project after funding is approved.
 - 5.3 Project Completion – The responsible Town Committee will file a brief report to the Project Administrator who will maintain records of projects

completed and report completion to the donor where appropriate. The committee will also report on such projects in their quarterly report to Town Meeting.

6. Recognizing Receipt of Funds

6.1 Reporting Receipt of Funds – The Treasurer will report the receipt of new funds to the Town Meeting for entry in the official records of the Village.

6.2 Thank-you Notes – An officer of the Town Assembly will write an official thank-you form the Village suitable for use in the donor's tax records.

7. Responsible Person Not Available

7.1 Chair of Town Meeting – In case the Town Meeting Chair is not available within a reasonable time frame to carry out the duties described in his policy, the Treasurer may substitute for the Town Meeting Chair. When possible, the Treasurer should consult with the Chair before taking action.

7.2 Treasurer – In a similar situation the Project Administrator may substitute for the Treasurer with the same restrictions as 7.1

7.3 Project Administrator – In a similar situation the Advisory Chair may substitute for the Project Administrator with the same restrictions as 7.2

Ad hoc Committee: Alton Dahl (Chair), Derrick Kennedy (secretary), Ron Meick, Sue Rothrock, Steven Threefoot

Motion Moved, the Policy of the Village of Arden Regarding Monetary Gifts to the Village will be listed as an Agenda item at the next Town Meeting.

Motion Approved.

September 2004 No policies

June 2004 No policies

March 2004 no policies

January 2004 no policies

September 2003 **missing minutes**

June 2003 no policies

March 2003 no policies

January 2003 no policies

September 2002 no policies

June 24 2002 no policies

January 2002 no policies

September 2001 no policies

➤ June 25, 2001 3. Advisory Motion on **Non-Budgeted Expenditures Policy**: (pg. 4)

This motion as amended was tabled at the last Town Assembly. A motion to bring it from the table will be made tonight.

1. The “Contingency” budget line item is available for cost overruns or for unexpected expenditures.
2. Contingency expenditures are approved by both the Chair of the Town Assembly and the Chair of the Advisory Committee and will be reported to the next Town Assembly by the Advisory Chair.
3. As is the current practice, the Trustees will report any emergency or unanticipated expenditures related to operation of the Trust to the next Town Assembly.
4. Non-budgeted expenses not covered by items 1 or 3 must be approved by a special referendum requested by Town Assembly. **Approved.**

➤ June 25 2001 6. Trustees’ Report – **Special Use Variance** (pg. 7)

TRUSTEES OF ARDEN

Policy On Rebuilding Damaged or Destroyed Structures On Non-Conforming Leaseholds With Multiple Domiciles.

The Trustees of Arden will oppose granting of New Castle County Special Use Variance to leaseholder with multiple domiciles on their leasehold.

The Trustees of Arden will actively support granting of a building permit by New Castle County to leaseholders for rebuilding damaged or destroyed structures on leaseholds with non-conforming multiple domiciles. This policy shall only apply to leaseholds where multiple domiciles were still in existence at the time of the loss due to catastrophic factors providing:

- The rebuilt structure is limited to the same “foot print” as the structure it replaces. However, if the “foot print” encroaches on or is over the property line, then the new structure should be relocated in a manner acceptable to the Trustees.
- There is no increase in the total area of the structure except for minor changes necessitated by construction efficiencies.

- The leaseholder has previously obtained a Certificate of Non-Conformance for the property from New Castle County, a copy of which is on file in the Trustee's Office.
- The leasehold account balance with the Trust is current.

This policy will not apply should a leaseholder have ceased to use the structure for the purpose of multiple domiciles either through:

- Actively withdrawing that status through communications with the Trust, resulting in it being purged from the land rent list as a multiple domicile leasehold, or,
- Simple disuse, or loss due to long-term vacancy of the unit under the New Castle County Zoning Code. 6/18/01

➤ March 2001 no policies

➤ January 22, 2001 6. Civic Committee - **Parking Policy For the Greens** (pg. 5)
Revised parking policy December 7, 2000

PARKING POLICY FOR THE GREENS

1. No parking is permitted on the Greens when there are available paved parking spaces or space on nearby leasehold rights-of-way.
2. To reduce the need for parking spaces, The Arden Club and the Buzz Ware Village Center should encourage residents for the Ardens to walk to events that they are sponsoring. All participants t events should be encouraged to car pool.
3. For Sherwood Green:
 - a) The entrance at the east corner (on The Highway) will be closed with a removable chain and a sign that states "No Vehicles – Park On Paved Lots".
 - b) Boulders will be placed to block all other access routes to Sherwood Green.
 - c) At the basketball court, a sign will be posted indicating parking for the court is in front of the Buzz Ware Village Center.
 - d) During large events, at either the Gild Hall or the Buzz Ware Village Center, managed parkin on the Green will be permitted when all paved parking areas are filled. Management of parking, including removal and replacement of the chain, will be the responsibility of the group organizing the event.

4. For the Arden Green:

- a) Parking will be on leasehold right-of-way around the Green.
- b) During unusually large events, such as the Arden Fair and Shakespeare performances, when sufficient parking is not available on nearby rights-of-way, managed parking will be allowed on the Arden Green by appropriate permission from the Civic Committee. Management of parking is the responsibility of the event organizer.

5. The event organizer is responsible for repair if there is any damage to the grounds from parking on the Sherwood or Arden Greens.

- No TA minutes September 2000

June 26, 2000 no policies

March 2000 no policies

January 2000 no policies

September 1999 no policies

April 26 1999 no policies

June 22, 1998 11. Civic Committee (pg. 18)

- **Forest Stewardship Policy** June 22, 1998

1. Objectives and Principles

A. Arden's Objectives

The Village of Arden has two objectives in its stewardship of the Village forests:

- 1. Preservation of a natural ecosystem including appropriate wildlife habitat.
- 2. Enhancing resident's interaction with and enjoyment of this natural environment.

B. Principles

These general principles have guided the development of stewardship policy and should be taken into consideration in interpreting and applying them.

- 1. Arden desires to allow nature to be the principal creator of change within the forests.
- 2. The Arden forests are too small in size to resist naturally the invasive action of the surrounding developed environment.
- 3. Human actions associated with enjoyment of the natural environment can impact negatively on it.
- 4. Management of the forests to achieve the two objectives will require intervention to balance the priorities of these principles.

5. The Civic Committee of the Village of Assembly is the village governmental body with overall responsibility for care and management of the forests. Moneys required for these activities are included in their line item in the annual village budget and oversight of this budget is their responsibility. The Civic Committee reports regularly to the Village Assembly.

6. The forests in Arden are part of a larger natural system made up of tracts belonging to Ardentown and Ardencroft as well as the Hanby Trust and private landowners in Indian Field, Wilmington Montessori, St. Edmund's and Windy Bush. Arden desires to cooperate with all of these stewards to maximize the effectiveness of the overall stewardship program.

II. Management Guidelines

A. Boundaries

1. Policy

a. The Village of Arden has set aside large tracts of land designated as the Arden Woods and the Sherwood Forest for public use and enjoyment. Private use of these lands for purposes other than individual enjoyment of nature is not allowed without specific authorization. See the survey of Vandemark and Lynch Inc. (7265-7202-B) July 9, 1962 with revisions through 1974 for specific description of these parcels.

b. Boundaries of the forests will be clearly and suitably marked at reasonable intervals with markers which do not detract from the natural setting desired in the forests.

c. Residents are not allowed to encroach on the public lands adjacent to their leaseholds in any way that is inconsistent with Arden's Forest objectives.

d. Neighbors living outside of Arden and adjoining the forests are not allowed to encroach in any way on the Village forest lands adjacent to their properties.

2. Responsibilities

a. The Civic Committee is responsible for monitoring encroachment into the forests from either leaseholders or neighbors.

b. The Trustees and the Civic Committee have joint responsibility for enforcement of the encroachment policy.

c. The Civic Committee has been given responsibility by the Village for making rules associated with use of the forests.

B. Erosion Control

1. Policy

a. Intermittent water flow

The first line of defense against erosion is control of the source of water causing the problem. Intermittent water flow into the forest from roads, leaseholds or sources outside the village property should be recharged into the

ground where feasible, stored and released into the forest over time. Slowed as much as possible before entering the forest, etc.

The second line of defense, where problems from intermittent flows cannot be stopped at the source, is to diffuse the water entering the forest in such a way that erosion is no longer a problem.

The third line of defense will be to create coffers and weirs to reduce water velocity in the erosion channel to minimize further loss of soil through erosion.

b. Stream Surges

The first line of defense is similar to the case of intermittent flows - control of the source spreading out the surges over time and recharging aquifers as much as possible. Cooperative efforts within the context of the Naamans Creek Watershed Association or political associations such as CCOBH are expected to be most effective in dealing with this problem.

Failure to deal with the water surges at the source will require a decision to allow a stream bank to widen or to reinforce the bank and channel the water flow. This decision will be made by considering the specific location and the expected impact of stream widening.

2. Responsibilities

a. The Civic Committee is responsible for monitoring the forests for erosion problems.

b. Residents are expected to control the water coming from their leaseholds. The Civic Committee as a part of their monitoring responsibility will notify any leaseholders of problems associated with their leaseholds. The Trustees are responsible for dealing with any unresolved leaseholders' problems.

c. The Civic Committee is expected to control water coming from roads or commons.

d. Neighboring residents and their civic organizations are expected to control runoff from their streets and properties. The Civic Committee with the cooperation of the Trustees of Arden will deal with any problems arising from improper actions of neighbors.

e. The Village of Arden will seek active cooperation of its trustees and the other Arden villages in dealing with outside agencies, associations and political groups to work on controlling water surges in the Naamans Creek watershed (including Perkins Run). The Community Planning Committee is responsible for organizing this cooperation.

C. Alien Invasive Plants (maintaining plant diversity)

Local cultivation of many species of plants from foreign ecosystems has resulted in inadvertent introduction of plants into our forests for which there is no locally-evolved population control. Some of these propagate rather slowly

and do not tend to move far from their original location, but others are quite invasive, move and propagate aggressively, displacing the native plants and creating a monoculture of the alien plants.

Some of these plants are considered valuable in the controlled garden environment of a leasehold. Examples are English ivy (*Hedera Helix*), pachysandra (*Pachysandra*) myrtle (*Vinca minor*). A few were thought to be nice in the garden but turned out to be too much even there-lesser celandine (*Ranunculus ficaria*) being one of the worst. Some others in our woods are Kudza, Japanese honeysuckle and multiflora rose. The principle woody alien is the Norway Maple (*Acer Platanoides*). This tree is used as a dense shade tree on some leaseholds, but it seeds in quickly and will out compete native trees in the forest and prevent their propagation. Arden Forest are not badly infested with Norway Maples at this time, but the Naaman's Creek hillside in Ardentown is completely infested.

FOREST STEWARDSHIP POLICY

June 22, 1998

1. Objectives and Principles

A. Arden's Objectives

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1. Preservation of a natural ecosystem including appropriate wildlife habitat
2. Enhancing resident's interaction with and enjoyment of this natural environment

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These general principles have guided the development of stewardship policy and should be taken into consideration in interpreting and applying them:

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2. The Arden forests are too small in size to resist naturally the invasive action of the surrounding developed environment.
3. Human actions associated with enjoyment of the natural environment can impact negatively on it.
4. Management of the forests to achieve the two objectives will require intervention to balance the priorities of these principles.
5. The Civic Committee of the Village Assembly is the village governmental body with overall responsibility for care and management of the forests. Moneys required for these activities are included in their line item in the annual village budget and oversight

of this budget is their responsibility. The Civic Committee reports regularly to the Village Assembly.

6. The forests in Arden are part of a larger natural system made up of tracts belonging to Ardentown and Ardencroft as well as the Hanby Trust and private landowners in Indian Field, Wilmington Montessori, St. Edmund's and Windy Bush. Arden desires to cooperate with all of these stewards to maximize the effectiveness of the overall stewardship program.

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a. The Village of Arden has set aside large tracts of land designated as the Arden Woods and the Sherwood Forest for public use and enjoyment. Private use of these lands for purposes other than individual enjoyment of nature is not allowed without specific authorization. See the survey of Vandemark and Lynch Inc. (7265-7202-B) July 9, 1962 with revisions through 1974 for specific description of these parcels.

b. Boundaries of the forests will be clearly and suitably marked at reasonable intervals with markers which do not detract from the natural setting desired in the forests.

c. Residents are not allowed to encroach on the public lands adjacent to their leaseholds in any way that is inconsistent with Arden's forest objectives.

d. Neighbors living outside of Arden and adjoining the forests are not allowed to encroach in any way on the Village forest lands adjacent to their properties.

2. Responsibilities

a. The Civic Committee is responsible for monitoring encroachment into the forests from either leaseholders or neighbors.

b. The Trustees and the Civic Committee have joint responsibility for enforcement of the encroachment policy.

c. The Civic Committee has been given responsibility by the Village for making rules associated with use of the forests.

B. Erosion Control

1. Policy

a. Intermittent water flow

The first line of defense against erosion is control of the source of water causing the problem. Intermittent water flow into the forest from roads, leaseholds or sources outside the village property should be recharged into the ground where feasible, stored and released into the forest over time, slowed as much as possible before entering the forest, etc.

The second line of defense, where problems from intermittent flows cannot be stopped at the source, is to diffuse the water entering the forest in such a way that erosion is no longer a problem

The third line of defense will be to create cofferdams and weirs to reduce water velocity in the erosion channel to minimize further loss of soil through erosion.

*Civic Committee Report continued***b. Stream Surges**

The first line of defense is similar to the case of intermittent flows—control of the source, spreading out the surges over time and recharging aquifers as much as possible. Cooperative efforts within the context of the Naamans Creek Watershed Association or political associations such as CCOBH are expected to be most effective in dealing with this problem.

Failure to deal with the water surges at the source will require a decision to allow a stream bank to widen or to reinforce the bank and channel the water flow. This decision will be made by considering the specific location and the expected impact of stream widening.

2. Responsibilities

a. The Civic Committee is responsible for monitoring the forests for erosion problems.

b. Residents are expected to control the water coming from their leaseholds. The Civic Committee as a part of their monitoring responsibility will notify any leaseholders of problems associated with their leaseholds. The Trustees are responsible for dealing with any unresolved leaseholder problems.

c. The Civic Committee is expected to control water coming from roads or commons.

d. Neighboring residents and their civic organizations are expected to control runoff from their streets and properties. The Civic Committee with the cooperation of the Trustees of Arden will deal with any problems arising from improper actions of neighbors.

e. The Village of Arden will seek active cooperation of its trustees and the other Arden villages in dealing with outside agencies, associations and political groups to work on controlling water surges in the Naamans Creek watershed (including Perkins Run). The Community Planning Committee is responsible for organizing this cooperation.

C. Alien Invasive Plants (maintaining plant diversity)

Local cultivation of many species of plants from foreign ecosystems has resulted in inadvertent introduction of plants into our forests for which there is no locally-evolved population control. Some of these propagate rather slowly and do not tend to move far from their original location, but others are quite invasive, move and propagate aggressively, displacing the native plants and creating a monoculture of the alien plants.

Some of these plants are considered valuable in the controlled garden environment of a leasehold. Examples are English ivy (*Hedera helix*), pachysandra (*Pachysandra terminalis*) and myrtle (*Vinca minor*). A few were thought to be nice in the garden but turned out to be too much even there—lesser celandine (*Ranunculus ficaria*) being one of the worst. Some others in our woods are kudzu, Japanese honeysuckle (*Lonicera japonica*) and multiflora rose. The principle woody alien is the Norway Maple (*Acer platanoides*). This tree is used as a dense shade tree on some leaseholds, but it seeds in quickly and will out compete native trees in the forest and prevent their propagation. Arden forests are not badly infested with Norway Maples at this time, but the Naaman's Creek hillside in Ardentown is completely infested.

1. Policy

a. The policy of the Village of Arden is to prevent the infestation of the forests by invasive alien plants and to reduce and control those which have crept in during the first 98 years.

2. Responsibilities

a. The Civic Committee has primary responsibility for monitoring the forests for invasive aliens. They will maintain a list of plants which should be prevented from escape into the forests. Publicity of this list and action needed by residents should be done by the Civic Committee.

b. Leaseholders are responsible to prevent the infestation of the forests by the identified plants coming from their leaseholds. Where past action or inaction has resulted in forest infestation adjacent to the leasehold, the leaseholder will cooperate with the Civic Committee in removing the problem.

c. Neighbors of the forests are expected to prevent escape from their property of the species of concern. It is the responsibility of the Civic Committee to educate the village's neighbors about this problem, to monitor for problems and to cooperate with the Trustees in seeking compliance.

D. Trails and areas of repose**1. Policy**

a. Fulfilling Arden's objective to enhance residents' interaction with and enjoyment of the natural environment requires public access to the forests. Walking trails and appropriate resting places are provided to meet this objective.

b. Since maintenance of trails can be in conflict with the objective to preserve the natural ecosystem, judgments and priority setting will be routinely required.

c. The following guidelines will be used in resolving these conflicts:

—Adequate trails should be maintained to provide access to all large areas of the forests.

—Trails are not necessarily maintained to all weather standards nor always suitable for walking in normal street shoes.

—Trails should be clearly defined so that walkers are encouraged to use them, but markings should be such as to minimize distraction from the natural ecosystem.

—Any improvements to the trails such as bridges or erosion control structures should be made as naturalistic as possible.

—Poison Ivy or other dangerous plants should be discouraged from growing near the trails.

—Trails should be cleared of undergrowth or fallen timber so that a person can pass without difficulty.

—Trails should be routed and constructed to avoid creating erosion problems in the trails or stream bank destruction.

2. Responsibilities

a. The Civic Committee has responsibility for planning, building and maintaining the trail system.

June 24, 1996 12. Civic Committee (pg. 22).

Motion: That the following policies be approved:

VILLAGE OF ARDEN – CIVIC COMMITTEE POLICIES ON THE USE OF THE FIELD THEATER

- Use of the Field Theater is scheduled through the town secretary, Village of Arden, and must be approved by the Civic Committee. A permit will be issued covering each specific use of the Field Theater.
- Priority in scheduling will be given to events of general interest to the Arden Community (Arden, Ardentown and Ardencroft) or which have a potential appeal to a particular segment of the community.
- The event should be open to the general public although an admission fee may be charged (e.g. tickets for a theatrical presentation.)
- The event should be publicized in the community (via either the Arden Page, Arden Club Calendar, fliers, poster and/or telephone calls).
- Private events, not open to the public (with or without a connection to the Ardens), will be permitted but a fee will be charged for the use of the facility.

FEES

- The full cost of supplying electricity (if required by the user) will be paid by the user.
- Cultural events open to the public and for profit (e.g. performances) will be charged a user fee of \$50 per performance.
- Private events not open to the public (e.g. wedding) will be charged a user fee of \$100 per day.
- Fee are subject to periodic review and adjustment by the Civic Committee.

Motion approved: 19 ayes, 5 nays.

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*Civic Committee Report continued***E. Harvesting wood****1. Policy**

a. Since the objective of the Village is to preserve a natural ecosystem in the forests, the general policy is to leave all wood where it falls.

b. Trees which fall in a way that obstructs trails or creates potential erosion problems will be cleared to prevent these problems.

c. Wood harvested in this way should be made available to the Arden Club for public use or to residents for their individual use. Motorized vehicles used in harvesting wood require special permit from the Civic Committee which will be issued only in circumstances consistent with the objective of preserving The ecosystem.

2. Responsibilities

a. The Civic Committee has all responsibilities for decisions, implementation and monitoring of the harvesting of wood from the forests as described in this policy.

F. Buildings or other construction**1. Policy**

a. Buildings or similar types of construction are not generally consistent with Arden's objectives of forest stewardship and are not allowed except as indicated in paragraph II.F.2. below.

2. Responsibilities

a. Construction which is deemed necessary to the proper stewardship of the forests or other village property may be proposed to the Village Assembly by the Civic Committee.

b. Any proposal for construction within the forest boundaries would require special approval of the Village Assembly.

G. Cleaning up the forests**1. Policy**

a. In keeping with the desire to maintain a natural setting in the forests, no littering is allowed. Any trash will be removed.

2. Responsibilities

a. Users of the forests will take with them all trash they generate in the woods. They will also be encouraged to remove any other trash they can conveniently carry at same time.

b. The Civic Committee and the Community Planning Committee jointly organize a woods cleanup in the spring, when community volunteers participate in a morning of collecting whatever trash has accumulated over the past year.

H. Procedures

The Civic Committee will develop and maintain a procedures manual, including a calendar, spelling out the actions needed to fulfill its responsibilities as defined in this policy.

Respectfully submitted by Rodney Jester, chairperson
Report approved.

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March 23, 1998 13. Civic (pg. 8)

Attachment to the Civic Committee Report (pp 11 -15. Proposed Policies for **Forest Stewardship Draft** version, March 19, 1998.

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January 26, 1998

18. Ad Hoc Treasurer's Report

Report from the Special Committee on Financial Procedures

This committee was chartered at the March 1997 Town Assembly after discussion of the duties of Treasurer. The committee has met four times to review the village's current financial procedures and determine their adequacy in safeguarding the town's finances. We examined both the desirability of different procedures and the role a Treasurer should play in operating them.

Expectations

A good financial process for the town should clearly and legally perform the following functions:

- A. Prepare and authorize budgets
- B. Determine land rents
- C. Authorize expenditures against budget
- D. Disburse money against authorization
- E. Provide proper documentation for audit.
- F. Separate authorization and disbursement functions

Evaluation of Current Processes

- A. **Budgets** The process for developing budgets is handled by the Budget Committee with input from all operating committees, the Audit Committee and the Trustees. The legal authority for this process is based on decisions of the Town Assembly and the Charter of Incorporation of the village. This overall process seems to meet the Village's needs. Some additional documentation of the committee input would be useful.
- B. **Land Rents** Land rents are determined by the Board of Assessors and finalized by the Town Assembly or by referendum of residents if needed. This process is based on the Charter of Incorporation of the village and several clarifying court cases .
- C. **Expenditures** Expenditures are authorized by two members of a committee against the committee's approved budget. Expenditures are authorized using a written voucher system with documentation of the nature of the expense.
- D. **Disbursements** Disbursements are made from the Trustee's account based on the authorized vouchers. Money spent is recorded against the appropriate budget line item. This work is done by the administrative assistant to the Trustees and paid for

from the General Fund. The Trustees wish the Village to include this expense explicitly in the next budget since controlling the village expenses is a village function not a part of the Trust. This process is the result of historical practices and seems to work without difficulty.

- E. **Documentation** Documentation for audit When operated according to the agreed processes described above, financial records are available for proper audits and public review.
- F. **Separation** Separation of powers The functions of authorization and disbursement are clearly separated in these processes to ensure proper expenditure of the village's money.

Conclusions for the future

In this review we concluded that the processes are fundamentally sound and meet the expectations of good accounting practices. The only problem we encountered is some lack of clarity caused by the fact that money budgeted for village use and money remaining under control of the Trustees is handled by the same people and audited in a common process.

Separating the village funds from those of the trustees would complicate investment decisions and increase the cost of operations. Therefore, such an action is not recommended. We conclude that this lack of clarity should be addressed through education rather than a change in the process.

Recommendations

- (1) It is recommended that the village include a line item in the next budget cycle specifying the salary to be paid for the village accounting services provided by the Trustee's administrative assistant as requested by the Trustees.
- (2) The Treasurer's responsibilities will be defined as follows"
 - Act for the Village in maintaining oversight of financial processes.
 - Facilitate coordination of the financial committees and the Trustees.
 - Periodically recommend to the Town Assembly and Trustees for improving financial processes.
 - Be an ex-officio member of the Audit and Budget Committees
- (3) We recommend that since the above responsibilities are consistent with other volunteer jobs in the community, this job should be elected but without salary.

Respectfully submitted Ken Lipstein, Gail Rinehart, Lynda Kolski, Alton Dahl

Fiscal Responsibilities in the Village of Arden

To Trustees

- Spend money to operate the trust.
- Collection of land rent
- Investment available funds
- Prosecute court cases

To Assessors

- Propose land rent on an annual basis

Ad Hoc Committee : Treasurer's Report continued from previous page

To Trustee's Assistant (Village Bookkeeper)

- Issue checks on receipt of authorized vouchers and documentation.
- Maintain village financial records
- Prepare quarterly reports

To Budget Committee

- Collect forecast information from committees and the trustees
- Present budget for Village Assembly for approval
- Prepare three year forecast of village financial position

To Advisory Committee

- Review budget to insure coordination and consistency

To Village Assembly

- Approve budget for referendum
- Approve land rent assessment (send to referendum if necessary)

To Registration Committee

- Conduct referendum of residents for:
 - Final approval of budget
 - Final approval of Land rent assessment (if necessary)

To Committees

- Make purchase decisions
- Authorize expenditures
- Send budget recommendation to Budget Committee

Audit Committee

- Confirm accounting for village finances
- Approve the annual financial report

Treasurer (proposed)

- Oversight of financial processes.
- Facilitate coordination of the financial committees and the Trustees.
- Recommend improvements in financial processes.

Submitted by Gail Rinehart, ad hoc committee member

Discussion: What is the term of office? This position could be held by 2 people— a bookkeeper and an administrative assistant. Who appoints bookkeeper? Who is responsible? We have one year to work out small details before goes into the budget. Position of Treasurer not defined in charter.

Report approved.